



P.O. Box 168025
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Arnold Schwarzenegger,
Governor

CLASSIFICATION: Staff Information Systems Analyst
Will also consider
Associate Information Systems Analyst

(Permanent Full-Time – one position)

POSITION LOCATION: Health and Human Services Data Center (HHSDC)
Telecommunications Division
Network Integration and Connectivity Services Group
P.O. Box 168025
Sacramento, CA 95816

(Free Parking Available)

SALARY: \$4,732 - \$5,754 - Staff Information Systems Analyst
\$4,316 - \$5,247 - Associate Information Systems Analyst

Duties/Responsibilities:

Under general direction of the DPM II, Network Integration and Connectivity Services (NICS) Unit, Telecommunications Division, acts independently as network procurement specialist handling major network hardware and service acquisitions; independently monitors contracts and vendor performance to ensure that contract requirements are satisfied, staff needs are met, and work is performed within scope and in compliance with Document of Understanding (DOU), Statement of Work (SOW) and terms and conditions. The incumbent prepares monthly vendor performance reports, acquisition reports and contract financial reports; assists with network costs to develop the Telecommunications rates; escalates the more complex vendor performance issues having statewide impact on telecommunications hardware, software and services; resolves contract problems and maintenance issues, and leads regular vendor performance meetings; acts as Technical Project Manager on the more complex projects with statewide implications critical to the business success of HHSDC and our customers.



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ADDITIONAL DUTIES FOR THE STAFF INFORMATION SYSTEMS ANALYST LEVEL:

Plan and manage large technical projects ensuring successful completion in accordance with requirements. Provide project status and propose technical solutions to meet customer requirements related to data communications. Lead and direct project leaders in project assignments and tasks ensuring tasks are completed within the scheduled delivery time. Also provide proactive customer service and ensure that problems, issues and risks are addressed in a timely manner and customer is satisfied with results.

Desirable Qualifications:

- Knowledge of Remedy Help Desk, Change Request or Asset Management applications
- Knowledge of project management concepts and tools; ability to plan, organize and ensure project objectives are met
- Skill to efficiently produce Microsoft Excel spreadsheets/charts
- Ability to communicate effectively and at the appropriate level, verbally and in writing, to accurately gather and share information, convey status, identify and document issues in a variety of circumstances
- Ability to accurately detail information, organize and report data
- Knowledge of team building, meeting management, and consensus decision methods to ensure productive meetings

ADDITIONAL DQs FOR STAFF INFORMATION SYSTEMS ANALYST:

- Ability to communicate technically with vendors, managers and technical staff
- Knowledge of State procurement practices, policies and guidelines
- Ability to analyze and write complex contract language
- Ability to act as lead to assist and direct team members in assignments and tasks related to managed projects and ensure tasks are completed
- Ability to write grammatically correct, concise and informative business documents
- Knowledge of project management concepts and tools; ability to shift from concepts to specifics, and ensure project objectives are met



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WHO MAY APPLY

- State employees who are at or who have lateral transfer eligibility to the Staff Information Systems Analyst classification.
- Persons who have list eligibility. (If applicable, please indicate that you have list eligibility for this classification on your application.)
- SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate on your application that you are an SROA/Surplus candidate.)
- Lateral Transfers and Training and Development Assignments will be considered.

Inquiries regarding this position may be directed to Marilyn Stratton at (916) 739-7602.

Please reference RPA# 05-230 on your application.

If "RPA# 05-230" is not identified on your application, it will be considered incomplete and will NOT be accepted. FAXed and e-mailed applications will not be accepted.

Final Filing Date: March 14, 2005

Submit applications/resumes to:

Health and Human Services Data Center
Human Resources Branch
Attn: RPA # **05-230**
P.O. Box 168025
Sacramento, CA 95816

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.